

Nós Imeachta Gearáin (Gearáin) don Fhoireann

Gaelscoil Uí Riada

Múinteoirí

Tá an nós imeachta seo a leanas chun casaoidí a láimhseáil i scoileanna aontaithe idir an INTO agus an CPSMA. Is é cuspóir an nós imeachta seo meicníocht a sholáthar chun casaoide a réiteach atá ag múinteoir i scoil náisiúnta, lena n-áirítear Príomhoide, i gcoinne:

1. an Bord Bainistíochta maidir le feidhmiú aon cheann dá fhreagrachtaí maidir le rialachas na scoile; nó
2. Cathaoirleach an Bhoird i gcáil aonair; nó
3. an Príomhoide i leith ac(h)uid dualgas agus freagrachtaí maidir le heagrú, iompar agus gníomhaíochtaí laethúla na scoile.

Bainfidh an nós imeachta casaoide go ginearálta le sárúithe ar rialacha, polasaithe, nósanna imeachta nó cleachtais na scoile. Ní dhéileálfadh an nós imeachta casaoide le cúrsaí curaclaim.

Má tharchuirtear gearán, a bhaineann le hábhar atá clúdaithe ag an Acht um Chomhionannas Fostaíochta (1998) nó reachtaíocht ábhartha eile, chuig an Stiúrthóir Imscrúduithe Comhionannais nó chuig an gCúirt Oibreachais, ní úsáidfear an nós imeachta seo. Chuirfeadh tarchur den sórt sin deireadh leis an nós imeachta casaoide.

Céim 1: An Príomhoide

1. Tabharfaidh an múinteoir éagóirithe fógra i scríbhinn don Phríomhoide go bhfuil an nós imeachta casaoide á úsáid.
2. Pléifidh an múinteoir an chasaid leis an bPríomhoide chun í a réiteach.
3. Mura réitítear an chasaid laistigh de dheich lá scoile, beidh an múinteoir i dteideal céim 2 a agairt, laistigh de dheich lá scoile eile.

Céim 2: An Cathaoirleach

1. Tabharfaidh an múinteoir éagóraithe fógra i scríbhinn don Phríomhoide agus do Chathaoirleach an Bhoird Bainistíochta go bhfuil céim 2 den nós imeachta casaoide á úsáid.
2. Pléifidh an múinteoir an chasaid le Cathaoirleach an Bhoird d'fhonn í a réiteach.
3. Déanfaidh an Cathaoirleach láithreach cibé bearta is cuí leis/léi chun an chasaid a réiteach go neamhfhoirmiúil.
4. Mura réitítear an chasaid laistigh de dheich lá scoile beidh an múinteoir i dteideal céim 3 a agairt, laistigh de dheich lá scoile eile.

Céim 3: An Bord Bainistíochta

1. Tabharfaidh an múinteoir éagóirithe fógra i scríbhinn do Chathaoirleach an Bhoird Bainistíochta go bhfuil céim 3 den nós imeachta casaoide á agairt.
2. Déanfaidh an múinteoir aighneacht scríofa ina n-áireofar sonraí an ghearáin/na gcasaoidí agus an tsásaimh atá á lorg. Cuirfear an aighneacht faoi bhráid an Chathaoirligh lena breithniú ag an mBord Bainistíochta.
3. Beidh feidhm ag na gnáthrialacha um phróiseas cuí maidir le malartú doiciméad, agus dá réir sin, déanfaidh an Cathaoirleach an aighneacht a chóipeáil chuig an duine a mbeidh an chasaoid á déanamh ina choinne.
4. Sa chás go mbaineann an gearán leis an bPríomhoide, iarrfaidh an Cathaoirleach air/uirthi freagra scríofa a ullmhú ar an aighneacht. Díreoidh an freagra scríofa ar na pointí go léir a rinneadh in aighneacht an mhúinteora éagóraithe agus cuirfear ar fáil don mhúinteoir/do na múinteoirí éagóraithe é laistigh de 10 lá scoile ó dháta na haighneachta scríofa. Mar an gcéanna, i gcás ina bhfuil an chasaoid i gcoinne Chathaoirleach an Bhoird Bainistíochta nó an Bhoird féin, beidh an múinteoir éagóirithe i dteideal freagra scríofa a fháil ó Chathaoirleach an Bhoird, de réir mar a bheidh. Cuirfear freagra den sórt sin ar fáil freisin laistigh de 10 lá scoile.
5. Tabharfaidh an Cathaoirleach cuireadh don mhúinteoir éagóraithe a bheith i láthair ag éisteacht de chuid an bhoird, a thionólfar laistigh de dheich lá scoile ó dháta an fhreagra scríofa. Tabharfaidh an éisteacht deis do gach páirtí éisteacht leo féin, lena bhfuil le rá ag an bpáirtí eile agus freisin chun an páirtí eile a cheistiú agus/nó freagra a thabhairt air.
6. I gcúinsí, nuair a bhíonn an chasaoid i gcoinne an Phríomhoide, freastalóidh sé/sí ar éisteacht an bhoird mar dhuine aonair agus ní mar bhall den bhord bainistíochta. Mar an gcéanna, i gcás ina bhfuil an chasaoid i gcoinne Chathaoirleach an Bhoird Bainistíochta (i gcáil aonair) freastalóidh sé/sí freisin ar éisteacht an bhoird ina cháil aonair agus ceapfar Cathaoirleach gníomhach. Ina theannta sin, tarraingeoidh an Príomhoide nó an Cathaoirleach, de réir mar a bheidh, siar ó bhreithnithe agus ó chinneadh an bhoird ar an ábhar.
7. I gcás inarb iomchuí, beidh na páirtithe i dteideal finnétithe a thabhairt leo. Tá feidhm ag na prionsabail chéanna maidir le próiseas cuí maidir le finnétithe atá ag éisteacht.
8. Déanfaidh an Bord iarracht an chasaoid a réiteach trí chomhréiteach agus má réitítear an chasaoid cuirtear an t-ábhar i gcrích. Mura bhfuil an Bord in ann an chasaoid a réiteach trí chomhréiteach, déanfaidh sé cinneadh ar an ábhar, ach amháin mar a fhoráiltear faoi mhír 9 thíos.

9. I gcásanna ina bhfuil an chasaoid in aghaidh an bhoird féin, éistfidh an bord an chasaoid mar a leagtar amach thuas, féachfaidh sé leis an ábhar a réiteach trí chomhréiteach, ach cheal réitigh, féadfaidh an bord dul ar aghaidh go Céim 4 de réir fhorálacha na míre. 11 thíos .

10. Cuirfidh an Cathaoirleach an toradh in iúl i scríbhinn do na páirtithe laistigh de 5 lá scoile ón éisteacht a shonraítear ag céim 3 / alt 5 thuas.

11. Beidh an ceart ag an múinteoir céim 4 den nós imeachta a agairt:

- má theipeann ar an mbord éisteacht a thabhairt don mhúinteoir éagóirithe;
- má theipeann ar an gCathaoirleach toradh na héisteachta a chur in iúl laistigh den tréimhse shonraithe; nó
- mura bhfuil an múinteoir sásta glacadh le toradh chéim 3.

Céim 4: Binse neamhspleách

1. Déanfaidh an múinteoir ar mian leis/léi dul ar aghaidh le hachomharc go dtí céim 4 fógra ina thaobh sin a thabhairt, i litir, do Chathaoirleach an Bhoird Bainistíochta, laistigh de dheich lá scoile tar éis dó toradh scríofa céim 3 a fháil (nó ag deireadh na bliana). an tréimhse a shonraítear i gcéim 3 / uimh. 5, má theipeann ar an mbord éisteacht a shocrú). Tabharfar “dáta an achomhairc” ar dháta na litreach sin agus féadfaidh an múinteoir aon argóintí breise is mian leis/léi a chur chun cinn a áireamh sa litir.

2. Ar an litir achomhairc a fháil, tabharfaidh Cathaoirleach an Bhoird Bainistíochta fógra don phátrún (nó d’ionadaí ainmnithe an phátrúin) agus d’Ard-Rúnaí an INTO (nó d’ionadaí ainmnithe de chuid INTO) agus tabharfaidh sé cuireadh do na páirtithe sin. :

- duine aontaithe neamhspleách a roghnú le gníomhú mar Chathaoirleach ar bhinse;
- gach duine chun duine nach bhfuil baint aige leis an scoil a cheapadh chun fónamh ar an mbinse;
- cruinniú den bhinse a shocrú laistigh de 15 lá scoile ó dháta an achomhairc.

3. Tabharfaidh Cathaoirleach an Bhoird Bainistíochta freisin do gach comhalta den bhinse, roimh a chéad chruinniú:

- le tuarascáil ar na himeachtaí ag gach ceann de na céimeanna roimhe seo;
- cóip de litir achomhairc an mhúinteora éagóraithe;
- cóip d'aighneacht an mhúinteora éagóraithe;
- cóip d'aon fhreagra scríofa;
- aon doiciméadú ábhartha eile.

4. Socróidh an binse éisteacht(aí) do na páirtithe agus áiritheoidh sé go mbeidh feidhm ag na gnáthrialacha um phróiseas cuí agus nósanna imeachta córa, lena n-áirítear:

- go dtabharfaidh an binse fógra réasúnach faoin éisteacht do na páirtithe. Agus dáta na héisteachta nó na n-éisteachtaí á gcur in iúl do pháirtithe, ba cheart don bhinse a chur in iúl do na páirtithe lena mbaineann go bhféadfaidh an binse dul ar aghaidh chun cinneadh a dhéanamh ar an gcás, i gcás mainneachtana láithriú, gan chúis réasúnach, más cuí sin;
- go dtabharfar deis do gach páirtí rochtain a fháil ar dhoiciméid ábhartha agus freagra a thabhairt orthu, lena n-áirítear an litir achomhairc;
- go mbeidh deis ag na páirtithe éisteacht leo féin lena bhfuil le rá ag gach duine agus freisin ceisteanna a chur nó freagra a thabhairt ar an bpáirtí eile trí chathaoirleach an bhinse;
- go bhféadfaidh finnétithe freastal mar is cuí; go mbeidh an binse féin i dteideal gach páirtí a cheistiú nó tuilleadh faisnéise a lorg;
- nuair is cuí, go dtabharfaidh an binse deis do gach páirtí faisnéis bhreise a sholáthar, ar an tuiscint shoiléir, go mbeidh deis ag an bpáirtí eile rochtain a fháil air agus freagra a thabhairt air; agus
- más gá, go n-aontóidh an binse ar atráthuithe.

5. Measfar an binse mar fhóram baile agus, dá réir sin, níl sé ar intinn ag an mbainistíocht ná ag CMÉ go mbeadh ionadaíocht dhlíthiúil ag aon éisteachtaí.

6. Tabharfar de chumhacht don bhinse idir-réiteach d'fhonn teacht ar shocrú cairdiúil.

7. Má mhainnítear socrú den sórt sin cinnfidh an binse an cheist trí vótáil d'aon toil nó trí vóta tromlaigh.

8. Déanfaidh cathaoirleach an bhinse cinneadh an bhinse a chur in iúl i scríbhinn do na páirtithe go léir agus beidh sé ina chinneadh críochnaitheach agus ina cheangal.

Tabhair faoi deara, le do thoil, go roinnfidh na páirtithe a ainmníonn an binse aon speansais a bhaineann le céim 4 ar choinníoll go bhfuil ceadú roimhe sin faighte ón INTO agus ón gcomhlacht bainistíochta ábhartha.

Nótaí

1. Go dtí go réiteofar nó go gcinneofar an t-aighneas leanfaidh an múinteoir éagóraithe de bheith ag comhlíonadh teoracha dlisteanacha an Phríomhoide nó an Bhoird Bhainistíochta de réir mar a bheidh.

2. Beidh feidhm ag an nós imeachta casaoide freisin i gcás ina mbeidh gearán ag beirt mhúinteoirí nó níos mó.
3. I gcás ina roinneann Príomhoide, nó Príomhoide agus múinteoir amháin eile nó níos mó gearán, beidh feidhm ag céimeanna 2, 3 agus 4 den nós imeachta.
4. I gcás ina mbeidh an chasaid i gcoinne Cathaoirleach aonair nó i gcoinne an Bhoird Bainistíochta féin, beidh feidhm ag céimeanna 2, 3 agus 4 den nós imeachta.
5. Féadfaidh ionadaí foirne CMÉ nó ball coiste ceantair nó brainse nó comhghleacaí múinteora ionadaíocht a dhéanamh ar mhúinteoir(i) éagóirithe ag céimeanna 3 agus 4.
6. Déanfar aon deacracht a eascróidh as cur chun feidhme an nós imeachta seo a tharchur chuig na páirtithe sa chomhaontú seo lena réiteach.
7. Má mhainnítear socrú den sórt sin cinfidh an binse an cheist trí vótáil d'aon toil nó trí vóta tromlaigh.
8. Déanfaidh cathaoirleach an bhinse cinneadh an bhinse a chur in iúl i scríbhinn do na páirtithe go léir agus beidh sé ina chinneadh críochnaitheach agus ina cheangal.

Tabhair faoi deara, le do thoil, go roinnfidh na páirtithe a ainmníonn an binse aon speansais a bhaineann le céim 4 ar choinníoll go bhfuil ceadú roimhe sin faighte ón INTO agus ón gcomhlacht bainistíochta ábhartha.

Nótaí

1. *Go dtí go réiteofar nó go gcinnfear an t-aighneas leanfaidh an múinteoir éagóraithe de bheith ag comhlíonadh teoracha dlisteanacha an Phríomhoide nó an Bhoird Bhainistíochta de réir mar a bheidh.*
2. *Beidh feidhm ag an nós imeachta casaoide freisin i gcás ina mbeidh gearán ag beirt mhúinteoirí nó níos mó.*
3. *I gcás ina roinneann Príomhoide, nó Príomhoide agus múinteoir amháin eile nó níos mó gearán, beidh feidhm ag céimeanna 2, 3 agus 4 den nós imeachta.*
4. *I gcás ina mbeidh an chasaid i gcoinne Cathaoirleach aonair nó i gcoinne an Bhoird Bainistíochta féin, beidh feidhm ag céimeanna 2, 3 agus 4 den nós imeachta.*
5. *Féadfaidh ionadaí foirne CMÉ nó ball coiste ceantair nó brainse nó comhghleacaí múinteora ionadaíocht a dhéanamh ar mhúinteoir(i) éagóirithe ag céimeanna 3 agus 4.*
6. *Déanfar aon deacracht a eascróidh as cur chun feidhme an nós imeachta seo a tharchur chuig na páirtithe sa chomhaontú seo lena réiteach.*

CRSanna & Foireann Chúnta

Ba chóir go leanfadh Cúntóirí Riachtanas Speisialta nó ball foirne coimhdeachta an nós imeachta atá leagtha amach i gCéim 1, 2 agus 3 thuas.

Ina dhiaidh sin, féadfaidh an ball foirne comhairle/tacaíocht sheachtrach a lorg ó chumann fostaíochta, nó ó chomhlacht eile.

Nósanna Imeachta Araíonachta & Casaoide

Múinteoirí

Tá nósanna imeachta na mBord Bainistíochta maidir le fionraí nó dífhostú múinteoirí ar fáil ar shuíomh Gréasáin na Roinne Oideachais agus Scileanna, www.oideachas.ie

- Imlitir 0071/2014 Nósanna Imeachta BOO
- Ciorclán 0060/2009 Nósanna Imeachta Bunscoile/Iar-bhunscoile

Tá freagracht ar BOOanna, Boird Bhainistíochta agus Príomhoidí as cáilíocht agus éifeachtacht an oideachais agus as bainistíocht na foirne i scoil mar atá leagtha amach san Acht Oideachais 1998. Déanann na nósanna imeachta araíonachta comhaontaithe foráil do dhá shnáithe ar leith agus neamhspleácha ar chóir iad a úsáid i. imthosca cuí:

- Nósanna imeachta maidir le saincheisteanna inniúlachta gairmiúla
- Nósanna imeachta maidir le hobair, iompar agus nithe seachas inniúlacht ghairmiúil.

Caithfidh an Príomhoide nó an múinteoir, a bhfuil an gníomh araíonachta le déanamh ina choinne, achomharc a dhéanamh laistigh de 10 lá scoile ón bhfógra faoin gcinneadh a fháil. Tá na nósanna imeachta liostaithe go hiomlán sna ciorcláin thuasluaite.

Cúntóirí Riachtanas Speisialta

Foilsíodh nósanna imeachta Araíonachta agus Gearáin do Chúntóirí Riachtanas Speisialta i 2001 agus tá siad ar fáil ar shuíomh Gréasáin na Roinne Oideachais agus Scileanna mar Imlitir 72/2011

Foireann Eile

Leagfar amach nósanna imeachta araíonachta agus casaoide do gach ball foirne eile i dtéarmaí a gconartha agus ba chóir iad a leanúint dá réir.

Grievance (Complaints) Procedure for Staff

Gaelscoil Uí Riada

Teachers

The following procedure for handling grievances in schools has been agreed between the INTO and the CPSMA. The purpose of this procedure is to provide a mechanism for the resolution of a grievance which a teacher in a national school, including a Principal Teacher, has against:

1. the Board of Management in respect of the exercise of any of its responsibilities for the governance of the school; or
2. the Chairperson of the Board in an individual capacity; or
3. the Principal Teacher in respect of his/her duties and responsibilities for the organisation, conduct and day to day activities of the school.

The grievance procedure shall generally relate to breaches of school rules, policies, procedures or practices. The grievance procedure shall not deal with curricular matters.

If a grievance, which concerns a matter covered by the Employment Equality Act (1998) or other relevant legislation, is referred to the Director of Equality Investigations or the Labour Court, this procedure shall not be used. Such a referral would serve to terminate the grievance procedure.

Stage 1: The Principal

1. The aggrieved teacher shall give notice in writing to the Principal that the grievance procedure is being invoked.
2. The teacher shall discuss the grievance with the Principal Teacher with a view to resolving it.
3. If the grievance is not resolved within ten school days, the teacher shall be entitled to invoke stage 2, within a further ten school days.

Stage 2: The Chairperson

1. The aggrieved teacher shall give notice in writing to the Principal and Chairperson of the Board of Management that stage 2 of the grievance procedure is being invoked.
2. The teacher shall discuss the grievance with the Chairperson of the Board with a view to resolving it.
3. The Chairperson shall immediately take such steps as she/he considers appropriate to have the grievance resolved informally.
4. If the grievance is not resolved within ten school days the teacher shall be entitled to invoke stage 3, within a further ten school days.

Stage 3: The Board of Management

1. The aggrieved teacher shall give notice in writing to the Chairperson of the Board of management that stage 3 of the grievance procedure is being invoked.
2. The teacher shall make a written submission which shall include the details of the grievance(s) and the redress being sought. The submission shall be presented to the Chairperson for consideration by the Board of Management.
3. The normal rules of due process shall apply to the exchange of documentation, and accordingly, the Chairperson shall copy the submission to the person against whom the grievance is being taken.
4. Where the grievance involves the Principal Teacher, she/he shall be requested by the Chairperson to prepare a written response to the submission. The written response shall address all of the points made in the aggrieved teachers' submission and shall be furnished to the aggrieved teacher(s) within 10 school days of the date of the written submission. Similarly, where the grievance is against the Chairperson of the Board of Management or the Board itself, the aggrieved teacher shall be entitled to a written response from the Chairperson of the Board, as the case may be. Such response shall also be furnished within 10 school days.
5. The Chairperson shall invite the aggrieved teacher to be in attendance at a hearing of the board, which shall be held within ten school days of the date of the written response. The hearing shall afford each party an opportunity to hear at first hand, what the other party has to say and also to question and/or respond to the other party.
6. In circumstances, where the grievance is against the Principal Teacher, he/she shall attend at the board hearing in an individual capacity and not as a member of the board of management. Similarly, where the grievance is against the Chairperson of the Board of Management (in an individual capacity) he/she shall also attend at the board hearing in an individual capacity and an acting Chairperson shall be appointed. Further, the Principal Teacher or the Chairperson, as the case may be, shall withdraw from the board's deliberations and decision making on the matter.
7. Where appropriate, the parties shall be entitled to bring witnesses. The same principles of due process apply to hearing witnesses.
8. The Board shall try to resolve the grievance by conciliation and if the grievance is resolved the matter is concluded. If the Board is unable to resolve the grievance by conciliation it shall make a decision on the matter, except as provided under paragraph 9 below.
9. In cases where the grievance is against the board itself, the board shall hear the grievance as outlined above, shall try to resolve the matter by conciliation, but failing resolution, the matter may proceed to Stage 4 in accordance with the provisions of paragraph 11 below .

10. The Chairperson shall convey the outcome in writing to the parties within 5 school days of the hearing specified at stage 3 / paragraph 5 above.
11. The teacher shall have the right to invoke stage 4 of the procedure:
 - if the board fails to give a hearing to the aggrieved teacher;
 - if the Chairperson fails to convey the outcome of the hearing within the specified period; or
 - if the teacher is unwilling to accept the outcome of stage 3.

Stage 4: An independent tribunal

1. The teacher who wishes to proceed with an appeal to stage 4 shall give notice of same, by letter, to the Chairperson of the Board of Management, within ten school days of receiving the written outcome of stage 3 (or at the end of the period specified in stage 3 / no. 5, if the board fails to arrange a hearing). The date of that letter shall be referred to as the "date of appeal" and the teacher may include, in the letter, any additional arguments he/she wishes to put forward.
2. On receipt of the letter of appeal, the Chairperson of the Board of Management shall notify the patron (or a designated representative of the patron) and the General Secretary of the INTO (or a designated representative of the INTO) and invite these parties:
 - to select an agreed independent person to act as Chairperson of a tribunal;
 - each to appoint a person who is not associated with the school to serve on the tribunal;
 - to arrange a meeting of the tribunal within 15 school days of the date of appeal.
3. The Chairperson of the Board of Management shall also furnish each member of the tribunal, prior to its first meeting:
 - with a report on the proceedings at each of the previous stages;
 - a copy of the aggrieved teacher's letter of appeal;
 - a copy of the aggrieved teacher's submission;
 - a copy of any written response;
 - any other relevant documentation.
4. The tribunal shall arrange a hearing(s) for the parties and shall ensure that the normal rules of due process and fair procedures apply, which include:
 - that the parties shall be given reasonable notice of the hearing by the tribunal. When notifying parties of the date of the hearing(s), the tribunal should indicate to the parties concerned that in the event of failure to appear, without reasonable cause, the tribunal may proceed to decide the case if considered appropriate;

- that each party shall be afforded an opportunity to access and respond to relevant documentation, including the letter of appeal;
- that the parties shall have an opportunity to hear at first hand, what each has to say and also to question or respond to the other party through the chairperson of the tribunal;
- that witnesses may attend as appropriate; that the tribunal itself, shall be entitled to question each party or seek further information;
- that where appropriate, the tribunal shall afford each party an opportunity to provide further information, on the clear understanding, that the other party shall have an opportunity to access and respond to same; and
- that if necessary, the tribunal shall agree to adjournments.

5. The tribunal shall be considered a domestic forum and accordingly, neither management nor the INTO intends that there would be legal representation at any hearings.

6. The tribunal shall be empowered to conciliate with a view to reaching a friendly settlement.

7. Failing such a settlement the tribunal shall determine the issue by unanimous or majority vote.

8. The tribunal's decision shall be conveyed in writing by the chairperson of the tribunal to all the parties and shall be final and binding.

Please note that any expenses involved in stage 4 will be shared by the parties who nominate the tribunal provided that prior sanction for same has been obtained from INTO and the relevant management body.

Notes

1. *Until such time as the dispute is resolved or determined the aggrieved teacher shall continue to carry out the legitimate instructions of the Principal Teacher or the Board of Management as the case may be.*
2. *The grievance procedure shall also apply where two or more teachers share a grievance.*
3. *Where a Principal Teacher, or a Principal Teacher and one or more other teachers, share a grievance, stages 2, 3 and 4 of the procedure shall apply.*
4. *Where the grievance is against an individual Chairperson or the Board of Management itself, stages 2, 3 and 4 of the procedure shall apply.*
5. *An aggrieved teacher(s) may be represented at stages 3 and 4 by the INTO staff representative or by a branch or district committee member or by a teacher colleague.*
6. *Any difficulty arising out of the implementation of this procedure shall be referred for resolution to the parties to this agreement.*

SNAs & Ancillary Staff

A Special Needs Assistant or a member of ancillary staff should follow the procedure as outlined in Stages 1, 2 and 3 above.

Thereafter, the staff member may seek external advice / support from an employment union, or another body.

Disciplinary & Grievance Procedures

Teachers

The procedures for Boards of Management in relation to the suspension or dismissal of teachers are available on the Department of Education & Skills website, www.education.ie

- **Circular 0071/2014 ETB Procedures**
- **Circular 0060/2009 Primary/Post-Primary Procedures**

ETBs, Boards of Management and Principals have a responsibility for the quality and effectiveness of education and the management of staff in a school as set out in the Education Act 1998. The agreed disciplinary procedures provide for two separate and independent strands which should be utilised in appropriate circumstances:

- Procedures relating to professional competence issues
- Procedures relating to work, conduct and matters other than professional competence.

An appeal must be made by the Principal or teacher, against whom the disciplinary action is to be taken, within 10 school days of receiving the notification of the decision. The procedures are fully listed in the above mentioned circulars.

Special Needs Assistants

Disciplinary and Grievance procedures for Special Needs Assistants were published in 2001 and are available on the Department of Education and Skills website as **Circular 72/2011**

Other Staff

Disciplinary and grievance procedures for all other members of staff will be outlined in the terms of their contract and should be followed accordingly.